



State of Nevada – Department Of Personnel

CLASS SPECIFICATION

<u>TITLE</u>	<u>GRADE</u>	<u>EEO-4</u>	<u>CODE</u>
DIRECTOR, PLANNING, RESEARCH AND EVALUATION	41	A	5.211
ASSISTANT DIRECTOR, PLANNING, RESEARCH AND EVALUATION	40	A	5.213

SERIES CONCEPT

Directs and supervises staff involved in department and statewide educational research and development of programs and projects; for implementing and supervising an educational management information system; for providing direction to and administrative supervision of the competency-based testing and related programs; and performs related work as required.

Develops a branch work plan and coordinates the plan to assure that goals are aligned with State Board and department's needs. Develops, plans and manages resources supervision of branch personnel and standard operating procedures in order to achieve goals and objectives of the branch. Exercises responsibility for the administration of the Nevada Occupational Research unit by: supervising assigned personnel; assisting in the computer system design; coordinating budget development/projects; and by meeting with administrators of occupational education data user in order to assure that goals and objectives are met.

Develops interview questions, evaluates responses from candidates and recommends the best applicant for hire. Identifies staff training needs, allocates resources and coordinates branch schedules in order to promote professional development of staff. Represents and works with staff in order to maintain employee motivation and productivity. Evaluates staff work performance according to guidelines in order to provide positive feedback, to monitor staff performance and to initiate disciplinary procedures as appropriate.

Manages branch budget by: supervising management of accounts from local, state and federal sources; approving ordered supplies; and approving contractual agreements and payments to contractors in order to assure that budget is maintained according to regulation and statute.

Supervises contractors by: conduct formative and summative evaluations of contractors; evaluating deliverables for quality; analyzing and critiquing produced documents; monitoring contractor's staff performance; and authorizing payments on contracts in order to determine and assure that goals and objectives are met.

Represents the agency and Nevada at various forums up to and including the national level in order to facilitate reporting of accurate statewide educational information, to provide feedback within the agency to assist in the development of programs and policy; and to provide rapid feedback in response to national consensus.

Interacts with the State Board of Education by: presenting data and information regarding policy and program issues; and developing strategies and planning agency and branch resources to accomplish objectives identified by the Board. Interacts with citizens, media and school districts by responding to information requests regarding policy, procedures and educational information. Interprets complex statistical data, arranges complex materials for maximum comprehension, and provides public statements regarding policy/data projects, impact statements, and sensitive policy and program issues in order to meet requests made by the State Superintendent's office.

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SERIES CONCEPT (cont.)

Supervises statewide educational information collection activities: by monitoring, evaluating, approving payment and determining continued use of contractors; by monitoring evaluating and critiquing the work of staff in other branches in providing educational information; by coordinating federal information collective activities by providing information to the U.S. Census Bureau and interpreting and providing collected to interested parties; and by providing collected data to private and State agencies in order in order to provide maximum use of collected information.

Coordinates research activities within the department: through overseeing the design, analysis and reporting methods and processes of educational information; through coordination and origination of agreements with the University of Nevada and through subsequent analysis of performance and reports in order to assure accuracy and quality of information.

Supervises the administration of student, teacher and educational personnel testing programs through review of the design of tests, through evaluation of proposals, through coordination of training and through evaluation of results in order to assure accuracy of disseminated results, of budget accounts and to notify and/or participate in scholarship awards.

Supervises and administers the scholarship program including budget accounts and the notification process for scholarship awards.

Oversees the data processing system for the Department of Education. This includes review and approval of equipment and program and systems analysis.

CLASS CONCEPTS

DIRECTOR, PLANNING, RESEARCH AND EVALUATION

Under general direction of the Deputy Superintendent, the Director plans, organizes and directs the branch. The incumbent performs the range of duties described in the series concept and has full administrative and supervisory responsibility for the entire branch.

ASSISTANT DIRECTOR, PLANNING, RESEARCH AND EVALUATION

Under general supervision of the Director, assists the Director in the administration of the branch. The Assistant Director coordinates, directs and reviews the work of branch staff; provides training to staff; participates in the development of the annual work plan and budget; assists in revising police and procedure; and performs some of the work described in the class entitled Planning, Research and Evaluation.

MINIMUM QUALIFICATIONS

DIRECTOR, PLANNING, RESEARCH AND EVALUATION

EDUCATION AND EXPERIENCE:

I

An earned Doctoral degree from an accredited college or university in psychology, sociology, education or closely related field and two years of relevant administrative experience which included directing, administering or supervising a related program at the elementary, secondary or post-secondary levels; OR

II

A Master's degree in psychology, sociology or education including 18 graduate level semester hours in statistics, computer applications, and research methods, and three years of professional experience in the design and implementation of educational research or testing and three years of experience as described above; OR

III

Three years as an Education Consultant.

LICENSE:

Possession of a conditional license to teach in Nevada is required at the time of appointment. Employees must maintain license for continuing employment in this class.

OR

Possession of other appropriate credential in an appropriate area of employment. Maintenance of such credential is required for continuing employment.

FINGERPRINT: The selected candidate may be required to submit fingerprint cards and release forms to access information on matters relating to criminal activities involving children. The hiring agency is NOT responsible for payment of administrative and/or processing fees.

TRAVEL: Required to travel to metropolitan, rural and remote locations.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of federal guidelines for reporting educational information. Knowledge of appropriate application of Federal Office of Civil Rights data reporting guidelines. Knowledge of management information systems. Knowledge of educational accountability and accreditation models. Knowledge of State Personnel procedures. Knowledge of Department interpretation of Nevada State Personnel guidelines. Knowledge of State purchasing procedures.

Ability to complete legal documents, such as contracts, agreements for services and interlocal agreements. Ability to discuss complex agency policy and program matters in written and oral formats with little or no notice. Ability to interpret statutes, regulations, and standards. Ability to establish working relationships and gain the trust of others. Ability to delegate responsibility. Ability to set priorities, considering agency goals needs, and resources. Ability in interpreting regulatory language and transforming this into actions of others. Ability in use of disciplinary personnel procedures. Ability to plan, project, analyze and administer budgets. Ability in using state purchasing procedures. Ability in applying State Administrative guidelines. Ability in applying specific statutes. Ability to design and implement long range statewide programs and plans.

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MINIMUM QUALIFICATIONS (cont.)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

Skill in managing contractual agreements. Skill in disseminating research/statistical information logically and clearly. Skill in working with diverse political groups.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of the application of test item correlation statistics such as biserials, point-biserial, p-values. Knowledge of application of test construction theory. Knowledge of application of item response theory, such as Rausch and latent trait modeling. Knowledge of sampling procedures. Knowledge of appropriate application of microcomputer based statistical analysis programs, such as SPSS PC + STAT PAC, STAT GOLD. Knowledge of appropriate application of mainframe statistical analysis programs such as SPSS, SAS. Knowledge of appropriate application of statistical projections, such as time series, log-linear projections. Knowledge of appropriate application of various mainframe program applications, and machine languages such as FORTRAN, COBOL, C, RPG, BASIC. Knowledge of educational/social research designs. Knowledge of qualitative evaluation methods. Knowledge of large scale student test methods.

Ability to design and produce flyers, announcements and pamphlets that effectively communicate agency policy and program information to various audiences such as citizens, legislators, and professionals from business, education and industry. Ability to establish and maintain cooperative working relationships with NDE personnel, teachers, school and district administrators. Ability to establish and maintain cooperative working relationships with other state agencies, University of Nevada System, other State Departments and Federal and national agencies. Ability to analyze information, draw conclusions, transfer concepts to other applications, and inform others. Ability to maintain motivation of employees. Ability in interpreting/managing accounting ledgers. Ability in applying sampling procedures. Ability in applying various statistical procedures in appropriate applications. Ability in organizing written materials. Ability in evaluating written documents to determine author intent, drawing inferences and conclusions, and accuracy of reported results. Ability to achieve group consensus. Ability to maintain effective interpersonal relationships.

Skill in operating microcomputers.

In addition, all other knowledge, skills and abilities required at the lower level of this series.

ASSISTANT DIRECTOR, PLANNING, RESEARCH AND EVALUATION

EDUCATION AND EXPERIENCE:

I

An earned Doctoral degree from an accredited college or university in psychology, sociology, education or closely related field and two years of professional experience in the design and implementation of educational research or testing and two years of relevant administrative experience which included directing, administering, or supervising a related program at the elementary, secondary or postsecondary levels; OR

MINIMUM QUALIFICATIONS (cont.)

EDUCATION AND EXPERIENCE: (cont.)

II

A Master's degree in psychology, sociology or education including 18 graduate level semester hours in statistics, computer applications, and research methods, and two years of the experience described above. Applicants qualifying under this option must furnish evidence of published research.

LICENSE:

Possession of a conditional license to teach in Nevada is required at the time of appointment. Employees must maintain license for continuing employment in this class.

OR

Possession of other appropriate credential in an appropriate area of employment. Maintenance of such credential is required for continuing employment.

FINGERPRINT: The selected candidate may be required to submit fingerprint cards and release forms to access information on matters relating to criminal activities involving children. The hiring agency is NOT responsible for payment of administrative and/or processing fees.

TRAVEL: Required to travel to metropolitan, rural and remote locations.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (These may be acquired on the job and/or are needed to perform the work assigned.)

Knowledge of Nevada State Administrative Manual. Knowledge of Nevada Revised Statutes.

Ability to perform complex tasks under stress with frequent interruptions and distractions. Ability in using manpower management procedures, such as gantt charts, flow charts. Ability to integrate various work units within the agency, such as work processing center to accomplish branch goals.

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (Applicants will be screened for possession of these through written, oral, performance or other evaluation procedures.)

Knowledge of microcomputer applications, spreadsheets, word processing and data bases, Knowledge of statistical analysis applications, such as regressions, analysis of variance. Knowledge of two column ledger accounting procedures. Knowledge of descriptive statistics, such as indicators of central tendencies, percentages frequency distributions. Knowledge of microcomputer operating systems, i.e.,: DOS, UNIX, OS/2. Knowledge of quantitative evaluation/research methods. Knowledge of use of standardized testing.

Ability to write concise, logical and understandable grammatically correct letters, memoranda, reports, minutes, handbooks, directions and charts. Ability to plan and organize meetings and workshops. Ability to communicate verbally, using appropriate vocabulary and grammar to obtain and disseminate information, explain policies and procedures and persuade and motivate others to accept a specific agency policy or action. Ability to foster a stimulating and cooperative work

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MINIMUM QUALIFICATIONS (cont.)

ENTRY LEVEL KNOWLEDGE, SKILLS AND ABILITIES: (cont.)

environment. Ability to negotiate, weigh other opinions, analyze options and choose the best from a series of difficult choices. Ability to think through a decision prior to making it. Ability to schedule meetings and develop agendas. Ability to speak logically before public audiences.

This class specification is used for classification, recruitment and examination purposes. It is not to be considered a substitute for work performance standards for positions assigned to this class.

	<u>5.211</u>	<u>5.213</u>
ESTABLISHED:	6/20/78	7/1/91P 7/6/90PC
REVISED:	1/25/80	
REVISED:	10/17/86-3	
REVISED:	7/1/91P	
	7/6/90PC	